

Royal Oak Animal Shelter Meeting Minutes

July 20, 2023

Royal Oak Police Department
450 East Eleven Mile
Community Room
Royal Oak, MI 48067

- 1) **Call to Order** - Call to order at 7:04 pm by Revard-Weston.
- 2) **Roll Call:** Liz Revard-Weston, Rose Peruski, Monica Hunt, Deputy Chief Keith Spencer, Jodie Ellison
- 3) **Approval of Agenda** - Motion by to approve the July 20th agenda by Hunt seconded by Peruski; Motion carried unanimously.
- 4) **Approval of Minutes** - Motion by Peruski seconded by Hunt to approve May 2023 meeting minutes. Motion carried unanimously.
- 5) **Public Comment** - Jim Ellison expressed appreciation for the time and what the Committee has done, but felt that it should be disbanded and not waste time for those involved. Hunt stated that this is an agenda topic and will be discussed further.
- 6) **Staff reports** -
 - a. **Shelter Report** - Ellison reported that there was a steady flow of dogs coming in and leaving the Shelter with some dogs in foster aiding with space. Hunt asked about a cat taken in for a staffer's parent hoping that this is short term rather than intake and the Shelter's capacity is not impacted. Ellison acknowledged the reduced kennel space due to their decrepit state, but this appears to be a solvable situation and not an intake. Hunt asked if there are resources to help people that are in need. Ellison stated that the Shelter aids with resources to help resolve things like behavior issues. If there are financial needs, the Shelter provides information on pantry and emergency rehoming services. Report attached.
 - b. **Financials and Police Department** - DC Spencer reported that the Shelter completed the year on budget. Contractors services in the budget are related to the new animal shelter for architectural services, etc. The decrepit building issues are the largest costs. Hunt asked about updates on the new animal shelter. Ellison stated that they are in discussions with the contract stakeholders to resolve land use issues. Monthly tabulation attached.

7) **Unfinished business -**

- a. **Status of Animal Shelter Committee** Hunt stated that sunset of the Committee to be on the next City Comm agenda. The Committee is no longer doing what it was intended to do and it would benefit all parties to move to a Friends of ROAS structure. Sunset is expected to happen by Dec 2023. Revard-Weston stated the need for a communication plan to reiterate to the public that the Shelter is not shutting down and that the Committee is not doing what it was intended to do.
- b. **Volunteer Recognition** - Hunt stated that there is no action on this item at this time. If the Committee organizes a volunteer recognition then all volunteers will be recognized at once.

8) **New business -**

- a. **Block Party** - Ellison stated that the event went well with a good turnout. No donations were collected, but there was lots of activity at the table and the SWAG.
- b. **Off leash dogs Concern** - Revard-Weston expressed safety concerns of off leash dogs when walking on-leash dogs nearby on the sidewalk. DC Spencer explained if the off leash dog is on public property then needs to be leashed, but is not applicable on private property until the dog leaves the property. Officers are able to issue citations for dogs that are off leash. Peruski stated that there are often off leash dogs in Whittier Park. The only off leash park is Mark Twain and is controlled. More signage regarding the ordinance and fine may be needed. DC Spencer stated to call the non-emergency line and Police will respond if there is one available.

- 9) **Adjournment** - Motion by Hunt, supported by Peruski, to adjourn the meeting at 7:39 pm. Motion carried unanimously.

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Revenues						
Dept 000 - NON-DEPARTMENTAL						
297-000-64202	DOG POUND FEES & SALES	0.00	0.00	0.00	0.00	0.00
297-000-65500	DEPOSIT FORFEITURE	0.00	0.00	0.00	0.00	0.00
297-000-66500	INTEREST	20.00	119.91	0.00	(99.91)	599.55
297-000-66501	INTEREST - SPAY/NEUTER	0.00	0.00	0.00	0.00	0.00
297-000-67100	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
297-000-67504	DONATIONS - ANIMAL SHELTER	40,000.00	42,813.81	2,510.00	(2,813.81)	107.03
297-000-67505	DONATIONS - ANIMAL MEDICAL	4,000.00	1,528.71	74.52	2,471.29	38.22
297-000-69299	TRANSFER FROM GRANT FUND	0.00	0.00	0.00	0.00	0.00
297-000-69400	CASH OVER AND SHORT	0.00	0.00	0.00	0.00	0.00
297-000-69700	USE OF FUND BALANCE	0.00	0.00	0.00	0.00	0.00
297-000-69901	TRANSFER FROM GENERAL FUND	138,500.00	0.00	0.00	138,500.00	0.00
297-000-69929	TRANSFER FROM ROOTS	0.00	0.00	0.00	0.00	0.00
297-000-69962	TRANSFER FROM WC INSURANCE FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		182,520.00	44,462.43	2,584.52	138,057.57	24.36
TOTAL REVENUES		182,520.00	44,462.43	2,584.52	138,057.57	24.36

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGDY USED
Expenditures						
Dept 430 - ANIMAL SHELTER						
297-430-70203	WAGES - PERMANENT	45,760.00	40,133.11	4,800.00	5,626.89	87.70
297-430-70204	WAGES - TEMPORARY	18,200.00	12,646.83	2,493.50	5,553.17	69.49
297-430-70300	WAGES - OVERTIME	7,500.00	6,855.00	650.00	645.00	91.40
297-430-70407	DUPLICATE HEALTH CARE BENEFITS PAY	0.00	1,789.20	0.00	(1,789.20)	100.00
297-430-70500	DEFERRED COMP - EMPLOYER CONTRIBUTION	686.40	614.33	72.00	72.07	89.50
297-430-70601	RETIREMENT CONTRIBUTIONS - GENERAL	0.00	0.00	0.00	0.00	0.00
297-430-70603	OPEB CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
297-430-70610	DEFINED CONTRIBUTION	4,118.40	3,686.01	432.00	432.39	89.50
297-430-70620	RETIREE HSA	1,372.80	1,628.83	192.00	(256.03)	118.65
297-430-71101	FICA	5,005.88	4,604.09	592.98	401.79	91.97
297-430-71102	UNEMPLOYMENT COMPENSATION TAX	45.60	84.01	7.98	(38.41)	184.23
297-430-71201	GROUP MEDICAL INSURANCE	14,555.15	7,473.72	1,298.44	7,081.43	51.35
297-430-71203	GROUP DENTAL INSURANCE	1,183.44	838.63	64.51	344.81	70.86
297-430-71204	GROUP LIFE INSURANCE	205.80	222.95	17.15	(17.15)	108.33
297-430-71205	VISION INSURANCE	105.76	56.49	9.26	49.27	53.41
297-430-71206	WORKERS COMPENSATION INSURANCE	110.00	462.34	62.59	(352.34)	420.31
297-430-71207	SHORT AND LONG TERM DISABILITY	0.00	282.83	27.78	(282.83)	100.00
297-430-73300	BUILDING REPAIR & MAINTENANCE SUPPLIES	0.00	0.00	0.00	0.00	0.00
297-430-79900	MISCELLANEOUS OPERATING SUPPLIES	13,000.00	13,175.19	1,186.11	(175.19)	101.35
297-430-80100	CONTRACTED WORKER SERVICES	32,000.00	60,550.00	28,687.50	(28,550.00)	189.22
297-430-82100	ANIMAL CONTROL SERVICES	0.00	0.00	0.00	0.00	0.00
297-430-82101	ANIMAL MEDICAL SERVICES	15,000.00	11,093.55	354.78	3,906.45	73.96
297-430-82102	ANIMAL SPAY/NEUTERING SERVICES	3,000.00	1,160.00	120.00	1,840.00	38.67
297-430-83301	HEATING/COOLING REPAIR & MAINT SERVICES	3,000.00	3,817.04	952.25	(817.04)	127.23
297-430-83399	MISC BUILDING REPAIR & MAINT SERVICES	0.00	0.00	0.00	0.00	0.00
297-430-85101	ELECTRIC	9,500.00	7,834.53	569.39	1,665.47	82.47
297-430-85103	GAS	5,000.00	3,972.18	429.69	1,027.82	79.44
297-430-85105	WATER	2,100.00	647.50	0.00	1,452.50	30.83
297-430-85107	TELEPHONE SERVICE	0.00	0.00	0.00	0.00	0.00
297-430-86500	DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00
297-430-87501	ADVERTISING & LEGAL NOTICES	0.00	0.00	0.00	0.00	0.00
297-430-96400	BANK SERVICE CHARGES & FEES	100.00	3.85	0.00	96.15	3.85
297-430-96901	INCREASE IN FUND BALANCE	950.00	0.00	0.00	950.00	0.00
297-430-97000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
297-430-97001	CAPITAL OUTLAY-NON-QUALIFIED	0.00	0.00	0.00	0.00	0.00
Total Dept 430 - ANIMAL SHELTER		182,499.23	183,632.21	43,019.91	(1,132.98)	100.62
TOTAL EXPENDITURES		182,499.23	183,632.21	43,019.91	(1,132.98)	100.62
Fund 297 - ANIMAL SHELTER:						
TOTAL REVENUES		182,520.00	44,462.43	2,584.52	138,057.57	24.36
TOTAL EXPENDITURES		182,499.23	183,632.21	43,019.91	(1,132.98)	100.62
NET OF REVENUES & EXPENDITURES		20.77	(139,169.78)	(40,435.39)	139,190.55	0,051.90

Monthly Tabulation of Animals

Royal Oak Animal Shelter

	Month:	June	2023	
SHELTER ACTIVITY			DOGS	
			Over 6 Mo.	Under 6 Mo.
			CA	
			Over 6 Mo.	Over 6 Mo.
Number of Animals at BEGINNING OF MONTH		10	0	11
Number of Strays Received (+)		9	0	0
Number of Owner Give-Ups (inc. Trans.) (+)		0	0	1
Number Returned to Owner (inc. TNR) (-)		6	0	0
Number Adopted (-)		3	0	3
Number that Died at Shelter/In Foster/@Vet (-)		0	0	0
Number Turned Over to Oakland County (-)		0	0	0
Number Transferred/RTF (-)		0	0	0
Number of Animals at END of MONTH (=)		10	0	9
Number Altered/on S/N Contract at Adoption		3	0	3
Number of Dead Animal Disposals		0	0	0
Report Completed By:		Date:		
Jodie Ellison		7.1.23		

Monthly Tabulation of Animals

Royal Oak Animal Shelter

	Month:	June	Year: 2023	
SHELTER ACTIVITY			DOGS	
			Over 6 Mo.	Under 6 Mo.
			CA	
			Over 6 Mo.	Over 6 Mo.
Number of Animals at BEGINNING OF MONTH		10	0	11
Number of Strays Received (+)		9	0	0
Number of Owner Give-Ups (+)		0	0	1
Number Returned to Owner (inc. TNR) (-)		6	0	0
Number Adopted (-)		3	0	3
Number that Died at Shelter/In Foster (-)		0	0	0
Number Turned Over to Oakland County (-)		0	0	0
Number Transferred/RTF (-)		0	0	0
Number of Animals at END of MONTH (=)		10	0	9
Number Altered/on S/N Contract at Adoption		3	0	3
Number of Dead Animal Disposals		0	0	0
Report Completed By:		Date:		
Jodie Ellison		7.1.23		

Monthly Tabulation of Animals

Royal Oak Animal Shelter

Month: November		Year:	
SHELTER ACTIVITY		DOGS	
		Over 6 Mo.	Under 6 Mo.
Number of Animals at BEGINNING OF MONTH			
Number of Strays Received	(+)		
Number of Owner Give-Ups (inc. Trans.)	(+)		
Number Returned to Owner (inc. TNR)	(-)		
Number Adopted	(-)		
Number that Died at Shelter/In Foster/@Vet	(-)		
Number Turned Over to Oakland County	(-)		
Number Transferred	(-)		
Number of Animals at END of MONTH	(=)		
Number Altered/on S/N Contract at Adoption			
Number of Dead Animal Disposals			
Report Completed By:		Date:	
Jodie Ellison			

Monthly Tabulation of Animals

Royal Oak Animal Shelter

Month: November		Year:	
SHELTER ACTIVITY		DOGS	
		Over 6 Mo.	Under 6 Mo.
Number of Animals at BEGINNING OF MONTH			
Number of Strays Received	(+)		
Number of Owner Give-Ups	(+)		
Number Returned to Owner (inc. TNR)	(-)		
Number Adopted	(-)		
Number that Died at Shelter/In Foster	(-)		
Number Turned Over to Oakland County	(-)		
Number Transferred	(-)		
Number of Animals at END of MONTH	(=)		
Number Altered/on S/N Contract at Adoption			
Number of Dead Animal Disposals			
Report Completed By:		Date:	
Jodie Ellison			

Month	Dog - O6	Dog - U6	Cat - O6	Cat - U6
January				
Strays	3	0	1	0
Trans	2	0	0	0
RTO	1	0	0	0
Adopted	8	1	4	2
Died	0	0	0	0
Trans	0	0	0	0
Oak Co	0	0	0	0
February				
Strays	3	0	3	0
Trans	1	1	3	0
RTO	2	0	0	0
Adopted	4	0	6	4
Died	0	0	0	0
Trans	0	0	0	0
Oak Co	1	0	0	0
March				
Strays	4	0	2	7
Trans	6	2	2	0
RTO	2	0	1	0
Adopted	6	1	4	0
Died	0	0	0	1
Trans	0	0	0	0
Oak Co	2	0	0	0
April				
Strays	5	0	2	0
Trans	1	0	2	0
RTO	4	0	0	0
Adopted	3	1	3	0
Died	0	0	0	0
Trans	0	0	0	0
Oak Co	0	0	0	0
May				
Strays	8	0	0	9
Trans	4	1	4	3
RTO	5	0	0	0
Adopted	3	1	3	2
Died	0	0	0	5
Trans	1	0	0	0

Oak Co		0	0	0	0
June					
Strays		9	0	2	5
Trans		1	0	3	0
RTO		8	0	0	0
Adopted		4	0	2	5
Died		0	0	1	0
Trans		0	0	0	0
Oak Co		0	0	0	0
July					
Strays		6	0	3	7
Trans		3	0	2	0
RTO		5	0	0	0
Adopted		4	0	5	4
Died		0	0	0	0
Trans		1	0	0	0
Oak Co		0	0	0	0
August					
Strays		9	0	1	9
Trans		0	0	1	0
RTO		5	0	1	0
Adopted		1	0	4	8
Died		0	0	0	0
Trans		0	0	0	0
Oak Co		0	0	0	0
September					
Strays		7	0	1	8
Trans		1	0	2	4
RTO		6	0	0	0
Adopted		2	0	1	0
Died		1	0	0	3
Trans		0	0	0	0
Oak Co		0	0	0	0
October					
Strays		4	0	1	4
Trans		0	0	2	1
RTO		2	0	1	0
Adopted		4	0	6	9
Died		0	0	0	1
Trans		0	0	0	0
Oak Co		0	0	0	0

November					
Strays	6	0	0	7	
Trans	0	0	2	0	
RTO	5	0	0	0	
Adopted	0	0	0	12	
Died	0	0	0	1	
Trans	0	0	0	0	
Oak Co	0	0	0	0	
December					
Strays	6	0	1	0	
Trans	0	0	1	0	
RTO	5	0	0	0	
Adopted	1	0	0	3	
Died	0	0	0	2	
Trans	0	0	0	0	
Oak Co	0	0	0	0	
Totals					
Strays					
Trans					
RTO					
Adopted					
Died					
Trans					
Oak Co					

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